

**2014–15 SOUTH CAROLINA DEPARTMENT OF EDUCATION
MONITORING INSTRUMENT**

ELEMENTARY SCHOOL

DISTRICT/SCHOOL: _____ ☐ **DESK AUDIT** _____

REVIEWER(S): _____ ☐ **ON-SITE MONITORING** _____

DESK AUDIT		
LEGISLATION	COMPLIANT	COMMENTS
PERSONNEL		
1. The principal, assistant principal and/or curriculum coordinator, media specialist, and guidance counselor are properly certified. [R43-205]	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET	
2. All teachers are properly certified and all teachers of core content subjects are highly qualified for the courses taught. [R43-205, 20 U.S.C. § 6301 et seq. (2002)]	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET	
3. Each person employed as a school nurse holds a current license issued by the State Board of Nursing as a professional registered nurse or as a licensed practical nurse working under the supervision of a professional registered nurse. [R43-205]	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET	
4. All instructional paraprofessionals must work under the direct supervision of a certified teacher. [R43-209]	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET	
5. Full-time paraprofessionals are employed for each Trainable Mentally Disabled, Emotionally Disabled, Orthopedically Disabled, or Visually Impaired self-contained class with four (4) or more students. [R43-209, 20 U.S.C. § 6301 et seq. (2002)]	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET	
6. When four or more students identified as emotionally disabled or orthopedically impaired are enrolled in a cross-categorical class, a full-time teaching assistant must be employed. [R43-205]	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET	

CURRICULUM AND INSTRUCTION		
7. Instruction is provided for all required subjects as outlined by the Defined Program, Grades K–5: English language arts, mathematics, science, social studies, health and safety, physical education, foreign language, and visual <u>and</u> performing arts. Instruction is also provided in environmental education, age-appropriate drug and alcohol education, black history, and phonics. [R43-231]	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET	
8. Students in grades K–5 must have 60 minutes of physical education per week and 90 minutes of planned physical activity per week. [§59-10-10]	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET	
OPERATIONS AND PROCEDURES		
9. Instruction in the subject areas shall be scheduled for a minimum of eighteen hundred (1800) minutes or thirty (30) hours per week, including lunch , or the equivalent on a yearly basis: English language arts, mathematics, science, social studies, health and safety, physical education, foreign language and visual <u>and</u> performing arts. [R43-231, §59-1-425]	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET	
10. No special education teacher's daily individual classes exceed the student-teacher ratios established by regulations. [R43-205]	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET	
11. A staff development program has been implemented that meets national professional development standards and provides participants the knowledge and skills necessary to implement strategies. [R43-261]	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET	

ON-SITE AUDIT Documentation will be requested at the time of the on-site visit.		
LEGISLATION	COMPLIANT	COMMENTS
PERSONNEL		
1. The principal has completed a professional development plan. [§59-24-30]	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET	
2. Assistant principals and/or curriculum coordinators have completed professional development plans. [§59-24-30]	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET	
CURRICULUM AND INSTRUCTION		
3. The school has implemented a comprehensive health education program. <i>(75 minutes a week for 36 weeks or the equivalent—total of 45 hours per year)</i> [R43-231, §59-32-5]	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET	
OPERATIONS AND PROCEDURES		
4. The caseload for speech/language therapists does not exceed sixty (60). [R43-205] <i>If itinerant, speech/language therapists will provide class rosters for all sites.</i>	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET	
5. A five-year school renewal plan, which is annually updated , must be submitted to, reviewed by, and approved by the local Board of Trustees. [§59-20-60, R43-261]	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET	
6. Intervention plans are initiated for students who accrue three (3) consecutive or five (5) cumulative unlawful absences. Intervention plans contain the minimum elements stated in standards. [R43-274]	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET	
7. All operating school facilities shall comply with safety regulations prescribed by the State Fire Marshal. [§5-25-370, §5-25-390, §5-25-400]	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET	
8. A disaster and emergency preparedness plan has been developed. [R43-166]	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET	
9. Fire drills are conducted at least one time each month. [§59-63-910]	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET	

OTHER		
LEGISLATION	COMPLIANT	COMMENTS
	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET	
	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET	

NOTE: Any standards which are noncompliant (not met) will be added to the Accreditation Preliminary Analysis Report and must be addressed in response to the Preliminary Analysis Report.